**NOTICE OF A COMPLETE FOR DLCD USE**

** PERIODIC REVIEW File No.:**       **WORK TASK Received:**

**FORM 6**

This form is to accompany submittal of a completed periodic review task. This form is not for use with notice of a change to a comprehensive plan or land use regulation that is not on a periodic review work program. Regarding changes reviewed “in the manner of periodic review,” use [Form 4](https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx) for notice of an adoptedurban growth boundary amendment and [Form 5](https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx) for an adopted urban reserve designation or amendment.

Jurisdiction:

Task no.:

Task title or description:

Date of adoption:

Date this notice sent:

Was this task grant-funded? [ ]  Yes: DLCD grant number(s):       [ ]  No

Jurisdiction contact (name and title):

Phone:       E-mail:

Street address:       City:       Zip:

[ ]  Check here if there were no participants in the local hearings leading to adoption of this task. That is, no party testified orally or in writing or requested notice of the final decision.

**Notice checklist**

[ ]  Completed Form 6

[ ]  The final product as specified on the work program. This will usually be an adopted, signed ordinance updating the comprehensive plan and/or land use regulations.

[ ]  If the local record does not exceed 2,000 pages, a submittal must include the entire local record, including but not limited to adopted ordinances and orders, studies, inventories, findings, staff reports, correspondence, hearings minutes, written testimony and evidence, and any other items specifically listed in the work program.

[ ]  If the local record exceeds 2,000 pages, a submittal must include adopted ordinances, resolutions, and orders; any amended comprehensive or regional framework plan provisions or land use regulations; findings; hearings minutes; materials from the record that the local government deems necessary to explain the submittal or cites in its findings; and a detailed index listing all items in the local record and indicating whether or not the item is included in the submittal.

[ ]  A task submittal of over 500 pages must include an index of all submitted materials.

[ ]  Notice of the final decision (a sample task notification letter is attached to this notice form).

[ ]  A list of persons who participated in local hearings or requested notice of final decision in writing, if any.

**NOTICE OF PERIODIC REVIEW TASK – SUBMITTAL INSTRUCTIONS**

1. A Notice of a Complete Periodic Review Work Task must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a notice submitted by an individual or private firm or organization.

2. **Hard-copy submittal:** When submitting Notice of a Complete Periodic Review Work Task on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 6 on yellow paperif available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Periodic Review Specialist

Dept. of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, OR 97301-2540

This form is available here:

<https://www.oregon.gov/lcd/CPU/Pages/Periodic-Review.aspx>

3. **Electronic submittals** may be sent via email to DLCD.PR-UGB@dlcd.oregon.gov with the subject line “Notice of Periodic Review Task Submittal.”

FTP may be needed for large file submittals. Contact DLCD for FTP information.

Include this Form 6 as the first pages of a combined file or as a separate file.

4. **File format:** When submitting Notice of a Complete Periodic Review Work Task via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or .docx or Excel .xls or .xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the periodic review specialist at 503-373-0050 or DLCD.PR-UGB@dlcd.oregon.gov.

5. **Content:** An administrative rule provides requirements regarding submittal of an adopted task ([OAR 660-025-0130](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3075)). By completing this form and including the materials listed in the checklist on page 1, the notice will include the required contents. An incomplete task will be returned.

7. Notify persons who participated in the local proceedings or requested notice of the final decision. ([OAR 660-025-0140](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3075)) A sample notice is attached to this form.

**If you have any questions** or would like assistance, please contact your DLCD regional representative or the DLCD Periodic Review Specialist at 503-373-0050 or e-mail DLCD.PR-UGB@dlcd.oregon.gov.

**SAMPLE NOTICE TO LOCAL PARTIES**

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| --- |
| This sample satisfies the requirements for local government notice of an adopted periodic review work task in OAR 660-025-0140.Adapt this sample to:  1. Describe your task (*example language in italics*) 2. Explain the local procedures for examining and obtaining a copy of the action, and 3. Identify the DLCD staff person responsible for accepting objections on your jurisdiction’s UGB. |

Date

**NOTICE OF COMPLETE PERIODIC REVIEW TASK**

[*City name*] adopted amendments to *the city’s comprehensive plan and zoning ordinance* in fulfillment of Work Task *#* on the periodic review work program on [*date*]. *This amendment includes an updated Economic Opportunities Analysis and changes to the city’s M-1 Heavy Industrial zone.*

You may review a copy of this decision at the [*city*] *Planning Department*. The office is at *One Main Street, City Name, Oregon 97000*. Office hours are *8:00 a.m. to 5:00 p.m., Monday through Friday*. You may purchase a copy of the decision for *$5.00* at the planning department or by mailing your request for information along with the payment. Call *Jane at 541-555-1111* if you have questions.

If you believe that the amendment does not comply with applicable regulations, you may submit an objection to Oregon Department of Land Conservation and Development. An objection must contain three elements. Address each of these in your objection:

1. Show how you participated in the local hearings either by speaking at a public meeting or by sending written comments about the proposal;
2. Explain your objection to the adopted amendment. Be as specific as possible, including what goal, rule, or statute has been violated and why; and
3. Recommend a specific change that would resolve your objection.

Submit the objection in hard copy or via e-mail to:

Attention: Periodic Review Specialist

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, OR 97301

E-mail: DLCD.PR-UGB@dlcd.oregon.gov

DLCD must **receive** the objection no later than 21 days from the date the notice was sent by the local government (the postmark date if mailed). [*Or:* DLCDmust receive the objection by [*date*].] Send a copy of the objection to the planning department.

If you have questions about DLCD’s review of this work task, please contact the DLCD Regional Representative: *name, phone number, and e-mail address*.